

Five Easy Steps to Completing Your Education Application

If you are an ECEAP Lead Teacher, ECEAP Assistant Teacher or ECEAP Family Support Staff, skip this page and use the next page.

Step 1: Fill out an education application in MERIT:

- Log into your MERIT account.
- Under the My Education tab, select *Enter my education and qualify for an award*, then fill out the education application.
- Follow steps 2–5 below to submit your supporting documents.

Step 2: Copy your transcripts. **(We now accept copies of official transcripts—you keep the originals.)**

- Have all college or university transcripts mailed to you at your home.
- Copy the **front and back** sides of the transcripts.
- If you earned your degree outside of the United States, you will need to submit a letter or statement of equivalency for your education to be verified.

For more information about processing degrees, diplomas, and education earned outside of the United States, including how to find organizations that provide degree evaluation and translation services, [click here](#).

Step 3: Copy your certificates and high school diploma.

Step 4: Write your STARS ID on the top of the copied official transcript(s) and certificates or diplomas and also on the outside of the envelope (next to your name).

Step 5: Place the copies of your transcripts and certificates into one envelope and mail it to:

Centralia College CFS
Attn: MERIT
600 Centralia College Blvd.
Centralia, WA 98531-4035

What does *status* mean?

You can check the progress of your education application and supporting documents in MERIT: Simply click on the My Education tab and look at the **Verification Status** column. This is what each status means:

Not Submitted: You have started an application in MERIT, but you have not submitted it.

Awaiting Documents: Your education application is not yet complete. Please submit supporting documents (official transcripts, copy of your high school diploma, etc.).

Partial Documentation Received: We have received some, but not all, of your certificates or transcripts for the education you entered in your MERIT application.

Application under Review: Your education application is complete and will be processed.

Approved: Your education application has been processed and approved.

Denied: Your education application was not approved. You will receive an email explaining why your education application was denied.

Withdrawn: Your education application was withdrawn, because we didn't receive your documents within 90 days of submission.

For more information, please contact MERIT Support Services:

merit@del.wa.gov

1-866-482-4325

Five Easy Steps to Completing Your ECEAP Staff Qualifications Application in MERIT *for ECEAP lead teachers, assistant teachers and family support staff*

Step 1: Fill out an ECEAP Staff Qualifications application in MERIT:

- Click the My Education tab
- Under “What would you like to do?” select “Enter my education and qualify for an award.”
- For “I am an ECEAP lead teacher, ECEAP assistant teacher and/or ECEAP family support staff” select YES (if true).
- Click the blue GO button.
- You are now on Step 1 – My Role. Follow all directions on this page, then click Next.
- Proceed through Steps 2, 3, 4 & 5 following the directions on each page from top to bottom.

Step 2: Gather your documentation:

- Have your college or university mail your official transcripts to you at your home.
- Gather all documentation that demonstrates you are qualified for your ECEAP position, based on the option you selected on the Staff Qualifications application.
 - For example, if you checked “An associate or higher degree with 30 or more college quarter credits in early childhood education,” you will gather transcripts that show your final degree award as well as transcripts that show all 30 credits.
- Gather any additional documentation that backs up your education award described on Step 3 of your application, such as diplomas, certificates and credentials.
- Do not include anything extra. For example, do not gather workshop certificates unless those workshops were used to qualify you for your ECEAP position.
- Do not resubmit documentation that was previously verified through MERIT.

Step 3: Copy the front and back sides of your official transcripts and all other documents.

Step 4: Write your STARS ID on the top of the copied official transcript(s) and certificates or diplomas and also on the outside of the envelope (next to your name).

Step 5: Place the copies of your transcripts and certificates into one envelope and mail it to:

Centralia College CFS
Attn: MERIT
600 Centralia College Blvd.
Centralia, WA 98531-4035

For more information, please contact MERIT Support Services:

merit@del.wa.gov

1-866-482-4325